

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. **G434**PAGE
NO. **I**

RECORDS RETENTION AND DISPOSAL SCHEDULE

COUNTY DEVELOPMENT COORDINATOR - BALTIMORE COUNTY

ADMINISTRATIVE OFFICE

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p>COUNTY DEVELOPMENT GRANTS AND CORRESPONDENCE</p> <p>Correspondence, applications, computations, reports studies, surveys and other pertinent data about State and Federal Grants which County Agencies become involved, and correspondence pertaining to projects of other sub-divisions with local jurisdiction.</p> <p>File Arrangement: Alphabetically by Grant Title</p>	Five years after termination of Grant or Project, then Destroy
2.	<p>GENERAL OFFICE AND CORRESPONDENCE FILES</p> <p>These files contain general information, copies and duplicates of letters and correspondence, records and forms, housekeeping information related to the department of a current nature and such other current data that might have some reference value at the time. These files are purged annually and such information or originals of a record nature are placed in their proper divisional files.</p> <p>File Arrangement: Alphabetically</p>	Five years after termination of Grant or Project, then Destroy

Schedule approved by Department, Agency or Division Representative

Larry Skalski
Signature*County Development Coord.*
Title*6/8/76*
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6/28/76
Date*A. Bayliss*
Archivist

Date

Secretary